



PRE-APPLICATION
PROCESS GUIDE
AND
APPLICATION

SITE PLAN
(DESIGN REVIEW)

PLANNING and ZONING DEPARTMENT
Town of Gilbert
90 E. Civic Center Drive
Gilbert, Arizona 85296
www.ci.gilbert.az.us

*Please ensure that all submittals follow the most recently updated applications and process guides.

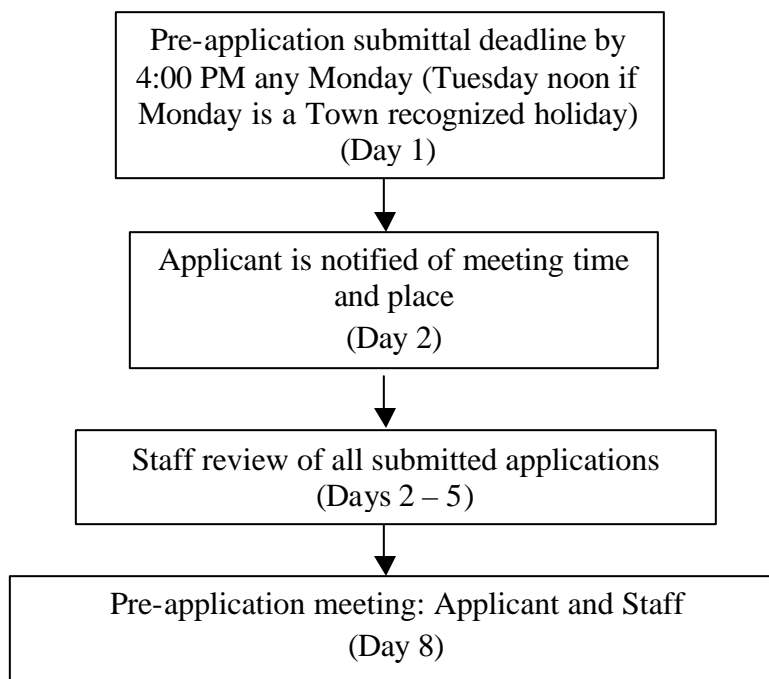
PRE-APPLICATION PROCEDURES FOR SITE PLANS

The Town has implemented a Pre-application review process for certain projects that will progress through other approval processes. The Pre-application process has been created to streamline the subsequent review prior to final action. The applicant should note:

- Projects subject to pre-application review are preliminary site plans for shopping centers, industrial and office parks and complexes, and public and private buildings on individual lots over five acres.
- Pre-application review is optional for final site plans less than five acres in an approved industrial or commercial development when substantially consistent with the approved preliminary site plan.
- Written comments will not be provided to the applicant prior to the meeting with Town staff. Minutes of the pre-application meeting will be sent to the applicant within two days following the meeting.
- A representative of the applicant must be present at the pre-application meeting.

The Pre-Application review process takes 8 calendar days. Applications are available at the Development Services counter or on the Town website (www.ci.gilbert.az.us). Pre-Application review process steps are as follows:

Pre-application Process





Pre-Application Site Plan

Received By: _____

Project Name: _____

Address or Location: _____

Request: _____

Tax Parcel Number: _____ **Parcel Size:** _____

Type of Project: ☐ Commercial ☐ Industrial ☐ Other _____

General Plan Character Area: ☐ San Tan Area **Zoning:** _____
(if applicable) ☐ Gilbert Gateway
☐ Heritage District
☐ Morrison Ranch

Property Owner:

Company: _____

Contact Name: _____ E-mail: _____

Address: _____

City, Zip: _____

Phone: _____ Fax: _____

Signature: _____ Date: _____

Letter of authorization from property owner required if no signature provided

Applicant/Contact:

Company: _____

Contact Name: _____ E-mail: _____

Address: _____

City, Zip: _____

Phone: _____ Fax: _____

Signature: _____ Date: _____

FOR STAFF USE ONLY

CASE NO. _____ **SUBMITTAL DATE** _____

MEETING DATE _____ **EDEN PERMIT TYPE** **PPRESP**

Submittal Requirements:

1. A maximum one-page narrative describing the request.
2. 12 - Blueline or blackline copies of the site plan (24" x 36"), folded to approximately 9 x 12 inches. Please include the following information:
 - Vicinity Map
 - Adjacent right-of-way and easements showing existing and future improvements, access points, signals, etc...
 - Conceptual water retention areas and drainage plan
 - Location and size of any existing/proposed building(s), structure(s) or land uses
 - Setbacks, buffer yards and spaces between buildings
 - Existing/proposed outdoor storage areas
 - Vehicular and pedestrian circulation, including ADA requirements
 - Service access areas
 - Off-street parking calculations for required and provided spaces
 - Method of screening parking areas
 - Calculations indicating gross and net acreage
 - Zoning on the site and adjacent property within 300 feet
 - Illustrate adjacent lot lines or structures within 300 feet of the property
 - Open space/landscape areas
 - Preliminary architectural concept, if applicable
 - Preliminary color and material proposal, if applicable
3. For final site plans, include a copy of the approved preliminary site plan
4. 5 - Blueline or blackline copies of the proposed building elevations (24" x 36") **folded** to approximately (9" x 12"). Please include the following information:
 - All elevations of each building proposed for the project;
 - Scale and exterior dimensions;
 - Elevations of parking and other accessory structures;
 - Materials and colors proposed;
 - Measures used to screen mechanical cabinets and equipment; and
 - Location of proposed signage.

Pre-Application Site Plan Checklist

(Waiver of any of the following submittal requirements must be documented by Town Staff in the Town's Customer Agreement Binder)

REQUIRED MATERIALS:

	Applicant	Staff
Application.....	<input type="checkbox"/>	<input type="checkbox"/>
Project Narrative.....	<input type="checkbox"/>	<input type="checkbox"/>
12 - Blueline or blackline copies of the proposed site plan (24" x 36") folded to approximately (9" x 12").....	<input type="checkbox"/>	<input type="checkbox"/>
12 - Blueline or blackline copies of approved preliminary site plan (24" x 36") folded to approximately (9" x 12") (for final site plan request).....	<input type="checkbox"/>	<input type="checkbox"/>
5 - Blueline or blackline copies of the proposed building elevations (24" x 36") folded to approximately (9" x 12").....	<input type="checkbox"/>	<input type="checkbox"/>